

From: Jenny Mobbs
Sent: Wednesday, 8 April 2015 4:28 PM
To: Jacqui Barnat
Subject: FW: Administration Manager

Jaqui

How is this for a start?

Administration Manager – to oversee (state wide):

- a team of Administration staff

Systems

- Qikkids
 - o CCMS submission
 - o Jett data
 - o ISS data
- Pay by the week /Debtors
- Resource ordering
- Bulk ordering and monitoring inventories
- Purchasing
- Accounts
- End of Month
- Financials – meeting budgets
- KPIs
- Research / data management – improvement of systems
- Funding management
- Account corrections

Communication and Marketing

- Link between Ch Serv and Marketing
- Maintain brand style
- Utilisation rates (meeting budget) – Marketing etc
- Newsletters
- Assist with presentations/training
- Customer feedback/service
- Assist in planning special events
- Training and development

Other

- WHS
- Grants – aware of new opportunities
- IMS
- Intranet management
- Parent enquiries re accounts
- Enrolments – monitor (data entry /confirmation etc)
- Vacation care enrolments – monitor and advise strategies
- Reporting on the intranet
- Administrative tasks
- Assist with gap analysis/audit tasks

Down the track

- Work towards standardizing all systems
- Centralize all enrolments
- Centralize all enquiries
- Work with Marketing to centralize web site details

Kind Regards
Jenny

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REDACTED